

B61

128 JUN 1988

MEMORANDUM FOR: Deputy Director for Administration

FROM: John M. Ray
Director of Logistics

SUBJECT: Executive Dining Room Expansion

1. Since the inception of planning for the New Headquarters Building, it has been understood that the Executive Dining Room (EDR) in the Original Building would be insufficient in its present state to serve the significantly larger number of Senior Intelligence Service officers which will reside on the Compound.

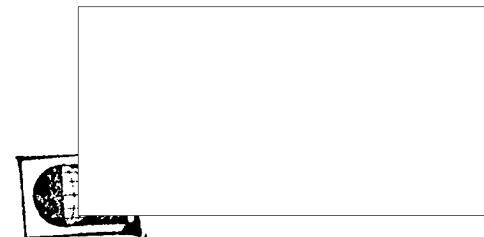
2. Funds for the EDR expansion are to be taken from the New Headquarters Building construction project. We therefore, must get on with planning as soon as possible. As you are aware, this funding will not be available after FY 1989. The following sequence of events must occur to get the job done:

a. Your office, including the Management Staff, must move to the Inspector General's space on the 6th floor no later than 1 June 1989. You will stay there until May 1990, at which time you will return to fully renovated quarters in the 7D corridor.

b. The DCI Administrative Staff and the Public Affairs Office (PAO) must move no later than 1 June 1989 to the GE-31 area, where they will stay until February 1990 before returning to their respective fully renovated quarters on the 7th floor.

c. The Office of Congressional Affairs (OCA), minus its director's suite, and the Senior Review Panel (SRP) must move to the 2nd floor, F corridor, where they will stay from 1 June 1989 until February 1990 before returning to fully renovated quarters.

All Portions CONFIDENTIAL



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3. We have not discussed the above with anyone other than you. There are some distinct advantages in this for everyone; principal among them are that you will be able to remain in the original building, and we would be able to consolidate PAO there some eight months earlier than anticipated. You will recall that we committed ourselves to this latter action back in early April. The DCI Administrative Staff also gets its new space much earlier than anticipated. Finally, it is possible for us to accelerate the renovation of OCA and SRP spaces, thus allowing completion of the South Tower, 7th floor construction ahead of the present schedule.

4. Our ability to follow through on the above, of course, depends on our maintaining the present schedule of moves to the New Headquarters Building. Assuming that these moves stay on schedule, we must start pulling together the EDR expansion requirements and those of the other affected parties in July. We would appreciate, therefore, early approval of the above course of action.

John M. Ray

APPROVED:

Deputy Director for Administration

6 July 88
Date

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Executive Dining Room Expansion

FROM:

John M. Ray
Director of Logistics

EXTENSION

NO.

OL 10215-88

DATE

28 June 1988

DDA/REG
LOGGED

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

DDA
7D24 Hqs

6 JUL 1988

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D/L

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OL/FMD - C/HCS

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15.

John,

I have mentioned this informally to all the affected principals except SRP. Please have someone follow up on this and bring details. We want to know when they will be completed and where.

UNCLASSIFIED when separated from CONFIDENTIAL attachment.

4-

FORM
1-79610 USE PREVIOUS
EDITIONS

CONFIDENTIAL